



# Housing Authority of the City of Columbia, Missouri

## Human Resources

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201 Switzler Street, Columbia MO 65203

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### HOUSING DEVELOPMENT COORDINATOR

**REPORTS TO:** Director of Affordable Housing Development and Compliance

**SALARY RANGE:** \$41,600.00 to \$58,240.00 annually, plus excellent fringe benefits

**PAY RANGE:** E

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**Position Summary:** This is a middle management and administrative position that is performed under the direction of the Director of Affordable Housing Development and Compliance. This position will involve both individual responsibilities as well as assisting others in reaching desired outcomes. This position is responsible for assisting with project management and oversight in all stages of affordable housing renovation and development from planning and funding applications through occupancy. This position also assists in the administration of the Capital Fund Program and related programs, as well as solicitation and establishment of administrative contracts.

**Detailed Duties and Responsibilities Include:**

Assist with the project management and oversight of all stages of development for both the revitalization of CHA housing stock and affordable housing opportunities throughout the community which includes working with CHA staff and all contracted parties in moving a project from initial conception through the predevelopment, development, financing, and construction phases to final closing, lease-up, and occupancy.

- Coordinate the implementation of tenant relocation plans.
- Coordinate performing outreach duties and public relations work as needed, including attending resident meetings and one on one meetings with residents.
- Assist in the evaluation of potential development sites and feasibility analyses related to property acquisitions.
- Assist in the processing of applications for approval through the HUD Special Application Center (if applicable to a project).
- Assist in coordinating applications necessary for financing from conventional and public sources (such as Missouri Housing Development Commission).
- Assist in the preparation of financial proformas and monitoring development and construction budgets.
- Assist in the preparation, updating, and adherence to project schedules.
- Assist in the coordination of the bid and qualification processes in selecting service contractors, general contractors, and subcontractors.

- Assist in monitoring contract compliance.
- Assist in the coordination of the construction process including meeting lender and governmental requirements and processing of pay applications and loan disbursement requests.
- Assist in conducting due diligence tasks to safeguard the organization's investments and corporate integrity.
- Meet with and report to the Director on a regular basis to discuss issues associated with all ongoing projects.
- Assist in coordinating, processing, and maintaining all reporting, budgeting, and financials of the Capital Fund Program and related programs while ensuring that funds requested and advanced from HUD or other funding sources are as covered in agreements for the receipt of such funds.
- Assist in maintaining updated Administrative Plan, ACOP, and other development policies and plans.
- Assist in conducting lease termination hearings.
- Assist in the solicitation and establishment of administrative contracts, keeping within appropriate procurement activities.

Perform other related duties as assigned by the Director of Affordable Housing Development and Compliance or the Chief Executive Officer.

**Required Knowledge, Skills, and Abilities:**

Must be highly organized, detail-oriented, and able to manage multiple tasks efficiently.

Must have good problem-solving skills with an ability to evaluate and improve the efficiency and effectiveness of operations.

Must have good oral and written communication skills with the ability to maintain effective working relationships with co-workers, department heads, professional contacts, and the general public.

Must be efficient with modern office practices, and procedures.

Ability to learn and ensure adherence to the following:

- Laws, legal codes, government regulations, executive orders, and agency rules applicable to responsibilities.
- HUD regulations and CHA administrative policies governing finance, budgeting, procurement, and contracting procedures.
- The administration of low-income housing tax credits.
- Comfortable with the applications of math and statistics.

**Minimum Qualifications:**

A substantial combination of education and/or experience in project management:

- A bachelor’s degree from an accredited college or university with major course work in project management (or a related field); and/or
- Project management experience, preferably in housing development.
- Experience working with Low-Income Housing Tax Credits and the administration and operation of affordable housing is a plus.

**Special Requirements:**

- Must be bondable and insurable.
- Must be able to interface effectively with all levels of management.
- Must be willing to travel for job related activities with occasional overnight stays.
- Must be able to obtain and/or maintain a bank account for payroll purposes.
- Must have an excellent work history and attendance record.
- Must be able to pass a pre-employment background check.
- Must be able to pass a pre-employment drug screen.

I have reviewed the position description and understand the requirements and duties of the position.

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Employee Signature

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Date